



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

ORIGINAL

NSABAHRAININST 1000.24

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06 JUN 2002

NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 1000.24

Subj: SERVICE RECORD ACCOUNTABILITY

Ref: (a) SECNAVINST 5211.5D
(b) SECNAVINST 5720.42F
(c) OPNAVINST 1000.23B
(d) MILPERSMAN 1070-010
(e) NSABAHRAINNOTE 1500

1. Purpose. To promulgate policies governing enlisted service records onboard U.S. Naval Support Activity Bahrain (NSA Bahrain). References (a) through (e) refer.

2. Background. Personnel service records are designated "*For Official Use Only*" and are the property of the U.S. Navy and not the individual concerned. Information shall be divulged from these official records only under conditions warranted in references (a) and (b). In any occurrence when references (a) and (b) conflict, reference (a) will apply.

3. Action. Service records control and maintenance procedures will be implemented ensuring the service records are safeguarded from, loss and access, unauthorized personnel. A service record check out system will be used to document access to ensure accountability of service records.

a. Personnel Support Office (PSO) will maintain and account for service records for U.S. Naval Support Activity Bahrain and tenant commands. PSO is assigned the responsibility and authority to regulate the accountability of service records.

b. Time Limit. All service records checked out from PSO shall be returned within five working days.

c. Access List. Personnel Liaison Representatives (PLR) appointed in writing, per reference (e), by their respective commanding officers and officers-in-charge are the only personnel authorized to check out service records. PLRs shall be at least one person but no more than four per command or activity. The PLR service record access list must be kept up-to-date at all times. Additionally, for purposes of access to

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service records, PLRs must be designated quarterly. Effective dates of designation/redesignation are January 1, April 1, July 1, and October 1.

d. Service members. Service members will reclaim custody of their service record upon transfer.

4. Administration and Maintenance. The Supply Officer, U.S. Naval Support Activity Bahrain is assigned responsibility for the administration and maintenance of this instruction. Comments and/or changes to this instruction should be addressed to Supply Officer, U.S. Naval Support Activity Bahrain.



ROY L. HOLBROOK III

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List I and II